



## **Barberton Public Library Distribution of Community Information Policy**

The display of community information complements the Barberton Public Library's mission of providing access to a wide range of information and viewpoints. The Library adheres to the principle of providing materials representing many points of view because providing access to information can raise public awareness of issues and concerns, help people become better informed, and give them the tools necessary to form their own opinions.

### **Community Information**

Designated space is available for display of community information. This space is available to non-profit organizations engaged in intellectual, charitable, civic, cultural, educational, or recreational activities. The primary purpose of the display must be to inform the public of the organization's programs, services, or events.

Display space may not be used by for-profit groups, companies, organizations, or individuals. Commercial advertising, solicitations, petitions, personal sales, business cards, or doctrinal beliefs may not be displayed or distributed.

Campaign literature for political issues will not be displayed or distributed unless authorized by the Board of Trustees. Nonpartisan election information, such as publications by the League of Women Voters', is allowed.

Preference is given to local organizations and events.

### **Submission**

Final authority for all materials displayed and distributed on Library property rests with the Library Director, who administers under the authority of the Board of Trustees, but approval of materials is delegated operationally to the Public Relations Associate. Items submitted for display or distribution may be left at the Customer Service desk for review by the designee. Items displayed without permission will be discarded.

Flyers and brochures may not exceed 8 ½" x 11" in size and quantity may not exceed 100 per delivery. Materials will be displayed or distributed in locations determined by the Public Relations Associate and cannot be returned once given to the Library for distribution.

Distribution or display of community information materials does not necessarily indicate the Library's endorsement of the issues or events promoted by the materials.

*All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.*

Adopted by the Board of Trustees, June 26, 2008. Revised July 28, 2022.